



Reply to
Attention of

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
FORT POLK, LOUISIANA 71459

AFZX-CPAC

4 April 2000

MEMORANDUM FOR FORT POLK EMPLOYEES

SUBJECT: Unused Sick Leave

1. During the recent Garrison Commander's Workforce Brief a question was raised regarding sick leave. We understood the question to be: "Would an employee be paid for unused sick leave if he or she is separated from the Federal Service during a CA loss?"

2. We answered that an employee would be paid for any unused annual leave, but would not be paid for any unused sick leave. We agreed to confirm our answer and publish a notice to the workforce.

3. This constitutes our notice and serves to amplify and confirm our response. First with respect to annual leave. All civilian employees covered by annual leave laws are entitled to receive a lump sum payment for accrued annual leave when separated from the Federal Service. The same is not true with regard to sick leave. There is no payment for unused sick leave. However, an employee who is separated from the Federal Service is entitled to have his or her sick leave restored to his/her sick leave account if the individual is reemployed in the Federal Service. All unused sick leave is added to the total service of an employee who is eligible for an annuity under the Civil Service Retirement System (CSRS). For a Federal Employees Retirement System (FERS) employee who switched from CSRS, the unused sick leave balance accrued at the time of transfer may be applied to the CSRS retirement component. Regular FERS employees cannot apply unused sick leave to the total service for retirement.

4. We trust we have been responsive. However, should you have any questions or need further assistance, please consult the CPAC Web Page or contact your servicing Personnel Advisor at 531-4020.

/s/

DONALD R. MALLET
Director, Civilian Personnel
Advisory Center

